

HUMAN RESOURCES DIRECTOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, direct and review the activities and operations of the City's Human Resources Department including employee relations; recruitment and selection; classification and compensation; employee benefits administration; and training. To coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible, complex administrative support to City management staff and the City Council.

Supervision Received and Exercised:

Receives administrative direction from the City Manager.

Exercises direct supervision over professional, technical, and clerical personnel.

Position Information:

The role of the Human Resources Director is to provide the best personnel services possible with an emphasis on excellent customer service; to treat highly sensitive and confidential information with professionalism as well as understanding and respect; to serve as a mentor to department staff; to have a thorough understanding of and ability to effectively communicate the City's Policies and Procedures as well as current federal, state, and local laws pertaining to employee and employer rights, such as FLSA, ADA, FMLA, Title VII, ADEA, NLRA, etc. Moreover, the Human Resources Director exhibits effective team building, problem solving skills, and the ability to deal professionally with controversial issues.

In addition to developing and promoting a solid relationship with City and department management; various employee groups; City Council; boards and commissions; and Tempe residents, the Human Resources Director's responsibilities include overseeing and directing the many diverse programs and services provided by the Human Resources Department:

- Employee Benefits
- Recruitment and Selection

Effective Date November 1989 Revised November 1992 Revised April 2001 Revised July 2002 Range Changed Revised January 2008 (revised duties and MQs) Revised July 2010 (job title &I supervision of TLC)

CITY OF TEMPE

Human Resources Director (continued)

- Classification and Compensation
- Employee Relations
- Training
- Performance Management Program
- City of Tempe Personnel Rules and Regulations
- Memorandums of Understanding

Essential Functions:

Duties may include, but are not limited to, the following:

- Administer and direct a comprehensive human resources program; formulate and recommend policies, regulations and practices for carrying out the program; and consult with and advise the City staff to coordinate the various phases of the policies, practices, ordinances and resolutions;
- Direct and participate in the administration of the classification and compensation plan, as well as the City's employee performance evaluation activities; and administer the City's employee records system;
- Direct and participate in the administration of the City's employee benefits program including the City's retirement benefit program as well as health and welfare programs;
- Direct and participate in the administration of the City's recruitment and selection program;
- Administer the City's employee relation's activities and represent the City in matters of concern to associations representing City employees;
- Advise and assist the City Manager, department management, and employees in a variety of personnel matters including the interpretation and application of human resources policies and the processing of employee grievances;
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; and review and evaluate work products, methods and procedures;
- Coordinate Human Resources Department's activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence;

CITY OF TEMPE

Human Resources Director (continued)

- Make presentations before the City Council and other boards, commissions and community organizations;
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments;
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures;
- Review and analyze reports, legislation, court cases, and related human resources matters; prepare the initial responses for legal actions;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Seven years of full-time, professional level human resources experience in at least two primary areas of human resources administration (i.e. Recruitment and Selection; Classification and Compensation; Benefits; Employee Relations; Organizational Development; and/or Labor Relations). Experience should also include four years of both public sector and administrative supervisory responsibility.

Education:

A Bachelor's degree from an accredited college or university with major course work in human resources, business management, public administration, psychology or a related field. A Master's Degree is preferred.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Work Environment:

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CITY OF TEMPE Human Resources Director (continued)

(Pending)

Competencies:

(Pending)

Job Code: 037

Status: Exempt / Unclassified